G. R. S. IX-5]

*Previous references*

1919-20
( Medical

File No. 83—19

Serial Nos. 1—2

*Later references.*

2 wor 48-20 (5,9)
" 22-24-21 (1-4)
Med 22-21 (1-2)
" 89-21 & 2
Gen 25-23 & (27)
Med - 169-28 (1-3)

Received

# GENERAL AND REVENUE SECRETARIAT.

Med. 140-37 (5-8)
" 257-37 " 1-2
" 228-38 " 1-4.
" 169-40 " 1-2.
" 218-41 (1-11)

*Serial Nos.* Two.

**Part B for** July 20.

SUBJECT.

Revision of the Estt of the Sr Surgeons Office.

2) To Re Sr Surgeon Re constituted
vide G.O. 2219-20 30.7.20.
Sanctions the revision with effect from 1st July 1920

WD 788—GPB—5,000—7-11-19

139

G. R. S. III—1] 1919-20

GENERAL AND REVENUE SECRETARIAT.

( Judicial

NOTES.

File No. 83-19

FILE HEADING.

Revision of Establishment of the Senior Surgeon's Office

From

The Commissioner.

No. 4611 Dated 24.1.20 Received 28.1.20

| Diary No. 3903 | Enclos. | Spare Copies. | Serial No. 1 |
|---|---|---|---|

BRIEF ABSTRACT OF LETTER.

Forwards a proposition statement duly verified re. the revision of Establishment of the Senior Surgeon's office.

NOTES AND ORDERS.

In February 1907 the establishment of the Senior Surgeon's office was revised. The cost of the existing establishment is Rs 7164/ per annum. The cost of the proposed additional establishment is Rs 4468/- per annum. The Senior Surgeon proposes

NOTES—First Sheet.

General and Revenue Secretariat. | med File No. 83 of 1919

Serial No.

progressive rates for the clerical establishment instead of fixed rates. The object of the revision is to attract qualified men for taking up the appointments. He proposes to increase the clerical staff from 8 to 13 owing to increase work in different departments as explained in the Memo.

C

2. In para 2 of Govt. Prov. No. 6261-28 dated 11th Sept 19 the Senior Surgeon has requested to point out that it is not desirable to have an Assistant Surgeon as personal Assistant as a permanent measure. In connection with this proposal the Senior Surgeon desires to appoint his office Manager as his personal Assistant on a pay of Rs 200-10-250. In order to meet the extra cost he proposes to do away with the post of the manager only (100-10-150) till such time the personal Assistant to the Senior Surgeon does an office of the Asst Director of Bombay the personal Assistant to the Surgeon General is an I. M. S officer.

3 There is no budget provision during the current year to meet the extra expenditure

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat.

File No. 83 of 1919

Serial No.

The Senior Surgeon proposes to meet the entire cost during the current year out of the lump provision of Rs 2500/- for provision of temporary & additional establishment.

4. Financial Sect. has to be consulted in the matter as the proposal involves an outlay necessitating expenditure.

Submitted for orders.

688

30.1.20 391

The Senior Surgeon appears to have made out a strong case for the revision of establishment proposed.

The proposal to appoint a full time non-professional Personal Assistant in place of a part time professional officer is an innovation which is well worth a trial — based as it is on the experience of the Senior Surgeon for the past six years.

(The Financial Secretariat may be consulted.

Chief Secy.)

9/2/20.

2051-19

To the Financial Secretariat for favour of opinion.

14/2/20.

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | Med. File No. 83 of 1919.

Serial No.

I find that the proposition both in respect of number of hands and the rates of pay proposed is reasonable. The only question is if the additional permanent expenditure of about Rs.4,500 per annum can be sanctioned. The general question of the margin of revenue resources available for additional expenditure is now before Government in connection with the revision of the Financial Settlement and I would suggest that the reorganization of this office may be considered after -- orders on the Settlement case are passed, and that it may be sanctioned if the funds therefor can be spared from the assignment and growth of revenue allowed for the group 'Protection' under which the head "Medical" comes.

Omll
28/2/20

(Chief Secretary).

2/3
4630
3.3.20

LBH. For orders.
BBB
2/3. 3rd Member)

2cg
2/3/20.

(2) The Senior Surgeon proposes that the Inspecting Manager should be entitled to Provincial Consolidated pay - to those only for which his present pay is less than Rs.1000 per mensem. The Inspecting Manager's present consolidated pay is

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. Misl File No. 83 of 191 9

Serial No.

The superscription of this memorial with the seven rupees impressed may rightly be regarded as a first-class specimen of the 19 9 Excise Comm^r. The specimen may be modelled accordingly. Please re-submit with details. The specimens may then be sent.

4/3

(1) To the Revenue Secretariat for kindly noting the information referred to above in regard to the Forest Conservator's & Excise Comm^r's offices.

9/3/20

(2) The G.O. of the 22nd Feb. 1915 gives the details of the Establishment of the Conservator's office.

10.3.20

(3) The question of revising the scale of establishment of the Excise Commissioner's office is still under consideration. The G.O. containing existing establishment as now revised is put up.

13-3-20 Rep^d with Compts by the Chief Sec^y

12/3/20

S.R. 16-6-20

The collection may be kindly returned to the S.R. Branch of the Rev. Secy. when done with.

NOTE—Contn. sheet.

1390

G. R. S. III-2]

General and Revenue Secretariat. | Med File No. 83 of 1919

Serial No.

(14) The Police Section to kindly note the information required by the members about the I.G.P's office.

16/3/15 The gradation list of the establishment of the I.G. of Police does not happen to be printed. The latest one i.e., as it stood on 1.1.1920 is linked herewith.

17/3 (15) A copy of G.O. No. 3049-50 / Police 255-12-10 dt 5th Feby 1916 is forwarded.

(16) Shows the existing ministerial staff of the I.G.'s office. The Office Asst to the I.G. is an Asst Comr.

Apd 20/3

(18)

Forest Conservator's Office

1 personal Assistant 200-10-250.

Clerks & Accountants

1 " 125
1 " 100
1 " 90
1 " 80
1 " 70
2 " 60
2 " 50
1 " 40
1 " 35
3 " 30
3 " 25
4 " 20

Office of I.G. of Police

1 Manager 150
1 H.S. Clerk 60-5-80
1 Camp Clerk 40
1 H.S. Accountant 60-4-80
1 Dy " 45
1 Asst " 30
1 " " 25
1 Crime Clerk 40
1 " " 35
1 Store-keeper 35-3-50
1 Record keeper 50
1 Clerk 25
1 Despatching Clerk 30
1 Typist 25
1 Mistri 15
and Binder

Office of the Special Commr

Accountants
1 " 100
2 " 50
1 " 40
2 " 35
2 " 30
3 " 25
1 Storekeeper 60
6 Clerks on 80-60, 50, 45, 30, 25
1 Record keeper 35
1 " " 25
1 Munshi 25

Senior Superintendent's Office

Present

1 personal Assistant - B100
1 Manager 100-10-150
1 H.S. Clerk 60
1 Dy " 50
1 Accountant 40
1 Rec. keeper 35
1 Stock Clerk 25
1 " " 25
1 Typist 20
1 Copyist 15
1 Abstractor 12
1 Mistri 10
1 Daffadar 10
2 Peons 8
3 " 7
3 " 6

Proposed

1 personal Assistant 200-10-250
3 Clerks 50-4
1 Accountant 90
4 " 30-2-50
3 Clerks 20-1-30
1 Mistri 15
1 Daffadar 12
1 Gardener 10
2 Peons 10
3 Peons 9
4 " 8

NOTE—Contn. sheet.

Comparative statement is put up

Serial No.

19) The personal Assistants to D. G. of Police Ex. and Excise Commissioners are gazetted Officers having the grade & rank of Assistant Commrs.

Rec 688 20) In G.O. No. G. 7041-71 Rec 80-6-19-1
20/6/20. 20/3. dt 18th Sept. 1919. the Registrar of the Office of the Director of Geology was made the Officer Assistant to the Director having the grade and rank of a gazetted Officer

21) In G.O. No R. 2672-81. dt 96-10-5 & 16-11-12. the Manager of the Office of the Conservator of Forests was made the Personal Assistant to the Conservator, in Rs 200-10-250.

Rec 22) In G.O. No G. 679-80 Rec 80-16-4 & 13-7-20.
22/6/20. reorganising the Medical Dept, it is stated that the personal Assistant to the Senior Surgeon should be one of the Senior Officers attached to the Victoria Hospital

688/20/3 3rd Member) Secs 24/3/20.

5206/24.3.20

23) The proposals of the Senior Surgeon appear to be very reasonable and moderate. He is a first class man like that & he is a nice and just man but he has come up

NOTE—Contn. sheet.

R. S. III-2]

General and Revenue Secretariat.

13925

No. 5 File No. 83 of 1919.

Serial No.

me for disposal. His Council recommend this Council proposal which appears to be very necessary. It is not possible for the present Establishment which consists of 9 hands only especially, his personal attendance to increase the present Establishment by 5 more hands to enable him to attend to the work. The proposed Establishment will be less than that of His Highness Maharaja has been asked this Monthly Establishment which may also be sanctioned.

2) His Council proposal to entertain his Manager's pleasure with 150 a month and Council it would be a Personal Staff may also be approved. His proposal arrangement of depending a Clerical Peon on actual personal duty only does not seem satisfactory. Some provision should be made for his permanent Establishment. Subject to your kindness.

25/3.

DEWAN'S OFFICE.
Recd. on APR 17 1920
Reg. No. 7181

25th May be disposed of by circulation, if approved.

Chief Secy.) 26/3 30/3/20.

Dewan

Circulate. C.S. 18/4.

Cl 9 Gree 24.4.20 P.70

NOTE—Contn. sheet.

(For Disposal by Circulation.)

No. C. 632

.....19..20

# GENERAL AND REVENUE SECRETARIAT.

**Council Matter.**

## SUBJECT.

Revision of establishment of the office of the Senior Surgeon.

## CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

C S Balasundaram

.....28th April.....19.20. *Chief Secretary to Government.*

---

**Extraordinary Member of Council.**

365/29/4/20 **First Member of Council.** 60/65

6946-94/6-5-1920. **Second Member of Council.** Opinion recorded

Read 7.5.20

**Third Member of Council.** Opinion recorded.

C. 632

G. R. S. III-2]

General and Revenue Secretariat.

M&D File No. 83 of 1919.

Serial No.

I agree. The proposals of the S[ecretary] are very fair & reasonable & deserving [illegible] acceptance. The idea of having a non-professional P.A. is commendable tho it may appear to be novel. It is a belt worth a trial at any rate.

Reed
7.5.20.

Circulation complete

2/ Do the Asst. Secy. (Medical) for submitting the file to the 3rd Member with a D.F.N.

O

Offg
8/5
1919

3/ Submitted with D.F.N. No provision appears to have been made for the additional expenditure in the budget estimates for the year 1920-21.

Offg
11.5.20

For approval

11/5/20.

3rd Member)

6349
11.5.20

4/ The Financial Secretary may be consulted.

Offg
12/5

5/ To the Financial Secretariat for favour of remarks.

13/5/20

6/ No provn is made in the next year Budget for this reorganisation

Offg
13/5/20.

Cir. 2810-9.

Checked

NOTE—Contn. sheet.

General and Revenue Secretariat.

File No. 83 of 1919-20

Serial No.

6514
18-5-1920.

(3 Submitted For orders.
17.5.20 17/5 3rd Member) 17/5/20

DF N is approved.

The question of providing funds may be considered along with the proposals of a similar nature —

DF N agreed
22/5
25/5

D.S N. forwd.
4/6/20
S Dewan

2/6/20

DEWAN'S OFFICE.
Recd. on JUN 4 1920
Reg. No. 7991

NOTE—Contn. sheet.

## Final Note by the Third Member of Council.

---

**Subject:-**

3. Revision of the establishment of the Senior Surgeon's Office.

---

P. W. D.

The Senior Surgeon has represented the urgent need for increasing the strength as well as raising the scale of pay of his office establishment, as the existing scale, having been fixed thirteen years ago, is found inadequate for present requirements. In order to cope with the increased volume of work consequent on the additions to the number of medical institutions and the development of the different branches of the Department during the past six years, he proposes an increase of the clerical staff of his office from 9 to 11 hands and as regards the scale of pay he suggests the introduction of a progressive scale in place of the present low rates of fixed pay which have made it difficult to secure qualified hands. The Senior Surgeon also brings to notice that the present arrangement of employing as Personal Assistant a Medical Officer attached to a Hospital is not the best in the interests of the work of his office, as that officer with his professional duties cannot devote sufficient time or attention to office work and that it is necessary that the post should be held by a whole-time non-professional officer, the appointment of Manager being abolished. He recommends that the pay of the Personal Assistant may be fixed at Rs.200-10-250 and the present Manager appointed as such on this pay.

2. The proposals of the Senior Surgeon, the main features have been explained above, involve an extra expenditure of Rs.4,4[illegible] per annum.

3. My opinion on the matter is contained in my minute of 28th March last, which is reproduced below:-

"The proposals of the Senior Surgeon appear to me to be very reasonable and moderate. His is a first class office like that of the Inspector General of Police and judging from the files that come up to me for disposal, the clerical work of the Senior Surgeon's Office appears to be very heavy. It is not possible for the present establishment which consists of 9 hands to cope with it successfully. His proposal therefore to strengthen the present establishment by 5 more hands is quite reasonable and may be approved. Even then the establishment will be less than that of the Office of the Inspector of Police. Slight increase has been asked for to the menial establishment which may also be sanctioned.

The Senior Surgeon's proposal to abolish the Manager's place on Rs.150/- a month and convert it into that of a Personal Assistant may also be approved. The present arrangement of deputing a medical officer on active professional duty to do the office work is not satisfactory.

Provision should be made for this in the next year's budget."

Page 8-10 of enclosure

4. The Dewan and the other Members of Council have agreed to the proposals of the Senior Surgeon being sanctioned. The Financial Secretary also has urged no objection on the merits of the case.

At present, no provision has been made in the draft budget for this expenditure. But the question will be considered along with other questions of a similar nature and effect will be given to the resolution of the Council if funds are made available. In the mean time, the gracious approval of His Highness the Maharaja is solicited to the resolution of the Council.

1st June 1920.

MEMBER OF COUNCIL.

*Submitted to His Highness.*

---

*I submit herewith a Final Note by the*...Third...
*Member of Council on the subject of*.....revision..of.
the..establishment..of..the..Senior..Surgeon's..Office.....
.....
*for His Highness' gracious approval.*

*Dewan.*

7th June
1920

632

Record of Cases submitted for the Orders of His Highness the Maharaja

*Subject.*

38 Revision of the establishment of the Senior Surgeon's Office.

1190
7.6.20

1094

*Order.*

37) ~~KRM~~
12/6/20

Ch. Cy
15.6.20

C. 632

G. R. S. III-2]

General and Revenue Secretariat. | File No. of 19 .

Serial No.

31. All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the Members of Council at headquarters and then sent to the Secretariat concerned for the issue of orders.

(43) Circulated to the Members of Council for perusal of His Highness' orders before / after issue of orders. (*Vide* Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

U Balasundaram
*Chief Secretary to Govt.* 15/6.

Through the Secretary to Government,

.....Department.

35
17.6.20

FIRST MEMBER OF COUNCIL 16/6

75-40-4
16-6-1920

SECOND MEMBER OF COUNCIL
17.6.20

7048
16.6.20

THIRD MEMBER OF COUNCIL. 15/6

NOTE—Contn. sheet.

Draft please
16/6

G. R. S. III-2j

General and Revenue Secretariat. | Inv. File No. 83 of 1919-20

Serial No.

Submitted for orders.

3? In the final note it is stated that the revision of the establishment of the Secretary's office will be given effect to, if funds are made available. The net increase is Rs 4468/- per annum. No provision appears to have been made for this item in the next year's budget.

(Sd) B&S (3rd Member Chingleput) 18/6/20.

8022 18.6.20

18.6.20 (Sd) 18/6.

The Financial Secretary may be consulted. The proposal to create permanent posts should find funds for them.

(Sd) 10/6

1921 To the Financial Secretariat for favour of opinion.

Dcs 19/6/20.

Inv. 3037-19

(Sd) Jesus 19/6

I do not think I promised to find funds for this reorganisation. Please see my note of 28/3/20 & how several times represented the urgent need for taking measures for removing even the existing deficit —

(Sd) 25/6/20

NOTE—Contn. sheet.

(Sd) 26/6

General and Revenue Secretariat.

Geo File No. 83 of 1919-20

Serial No.

Submitted
For orders.
26.6.20 28/6. 3rd Member). 28/6/20.

8242/28-6-20

Dear Sir
Since writing the above I have received the Financial Secretary's note. But at the Council meeting of the 14th June when I pressed for provision being made in the budget, the Financial Secretary seemed to think that no funds could be found for such small increases & that the budget framed must not be altered in that respect. It was in that understanding that I did not press more for urgent needs of the dept. However, the Financial Secretary will now report what course is to be adopted at present.

Khr
29/6.

H.No. 3037-19 3959/35/6 Resent

Dy/6

There is no surplus out of which the amt required can be allotted & if an item of new expenditure is urgent, it can only be provided for by a readjustment of existing grants, when there is no margin for additional expenditure. Such readjustment should be possible in respect of small items and this was what I meant when I said that small items may be financed found. All available funds have

NOTE—Contn. sheet.

G. R. S. III-2)

13903

General and Revenue Secretariat. | Secret File No. 83 of 1919-20

Serial No.

and even more, because the budget results in a deficit, have been distributed among the departments and there is no reserve at the disposal of the Finance Dept for providing for new Charges. In these Circs the only means open for finding funds for this measure is to reduce the provision included in the budget for some less urgent purpose. The matter is one of relative urgency and if this is considered very urgent some less urgent item has to be deferred. If the necessary saving on a grant for some recurring Charge under Medical or other head included in the Group 'Protection' can be effected, then it will be possible to find funds for this measure —

Mrch
1.7.20

(Agreed)
Submitted for orders.
5.7.20 (3rd Member)
5/7/20

106
5.7.20

Confidentially
The Secret expenditure may be specially sanctioned as this is a case from which this expenditure may be met.

Mrch
6/7/20

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat.

Med File No. 83 of 1919-20.

Serial No. 46

Confidential.

Forwarded, with compliments, to the Senior Surgeon in Mysore for favour of indicating the source from which the above expenditure may be met.

By Order,

K.C. Subbarayappa,

6th July 1920. For Chief Secy. to Govt.

1-7) Most of the Mysore Medical Pupils who may pass the final examination this year will be absorbed in vacancies existing in the sanctioned cadre of Sub Assistant Surgeons and not more than 10 are likely to be kept on, if at all, as Passed Sub Assistant Surgeons. But there is provision made for 30 Passed Sub Assistant Surgeons at Rs. 30/- each per mensem, under 21. Medical, 2 Hospitals and Dispensaries, (vii) District Hospitals in the sanctioned Budget. (vide page 111).

4&) A saving of Rs. 600/- per mensem or Rs. 7,200 being the pay of 20 Passed Medical Pupils may be expected under this head. Under 1. Superintendence there is a provision of Rs. 1,200 on account of the allowance to Personal Assistant which will be also absorbed. The total amount that could be made available, thus comes to Rs. 8,400/- and the extra expenditure of Rs. 4,468/- involved in the revision of the establishment of the Senior Surgeon's Office may be met from this amount,

Bangalore,
10th July 1920

Offg. Senior Surgeon

NOTE—Contn. sheet.

Q. No. 1-20
Protection
dy 6-7-1920

13903

General and Revenue Secretariat.

Med File No. 83 of 19 19-20.

Serial No.

(1) Draft Order sanctioning will be put up if approved.

328 12.7.20

3rd member) 2/7. 10/7/20.

13/7

Draft submitted

For approval

14.7.20 15.7.20 Chief Secy) 19/7/20.

3rd member

656 26.7.20

Draft slightly revised & 21/7/20

approved

21/7

Issue

21/7/20.

(2) Date of effect of order may be put as 1/7/20 instead of 1/8/20. I understand that the Personal Asst to Surgeon (Medical Offices) ceased to work as such from sometime in May last & that the manager has been working as PA since then. There would therefore be no inconvenience but on the other hand there is justice in giving the revision from 1/7/20.

(3) As orders accepted on 12/6/20.

779 31.7.20

3rd member agrees 30/7

Draft revised 31/7

NOTE—Contn. sheet.

General and Revenue Secretariat.

Sheo File No. 83 of 1919-20

| Serial No. | |
|---|---|
| | Rev. 386-20 |
| | 57) Issue as revised. DCS 2/8/20. |
| | S:- Revision has been sanctioned by His Highness. F. D. has been consulted and Specific source to meet the cost pointed out in the order. Draft and fair endorsement put up. Sd/- 4/8/1920 Issue. Sd/- 5/8/20 |
| | Issued. 5/8 |
| 2 | To The Senior Judge on The completed thou 2c Sect. 2219-20. d) 30-7-20. Sanctions the revision of the Sch. of the Senior Varkala Office and the appointment of the present Manager as the Pecorial Sch. to the Senior Judge. |

Received 1920

NOTE—Contn. sheet.

13903

19 -19

Please address all future communications to the Comptroller to the Govt. of H. H. the Maharaja of Mysore.
In reply to this Comn. please refer to
No. 1611/books. E/-4

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

FILE NO. 83-19

SERIAL NO. 1

*Dated, Bangalore, the 24th Jan 1920*

FROM

19318

T. Satyaraj Chetty, Esq., B.A.,
~~M. N. Krishna Rao, Esq., B.A.,~~
*Offg. Comptroller to the Government of His Highness the Maharaja of Mysore.*

To

C. S. Balasundaram Iyer, Esq., B.A.,
Chief *Secretary to the Government of Mysore,*
Bangalore. ~~Department~~

SECRETARIAT. 1.1 PROTECTION BRANCH. 28 JAN 1920

SIR,

I have the honor to forward herewith letter No.G.C.284 dated 30th December 1919 addressed to you by the Senior Surgeon together with its accompaniments. The Proposition Statement has been duly verified and the extra cost involved is Rs4,468 per annum and not Rs3,048 as noted by the Senior Surgeon.

The additional cost is proposed to be met during the current year from the lumpsum provision made for revision of establishment of dispensaries and additional dispensaries that may be opened, but for future years there is no margin for any further expenditure under the group "Protection and Army" the prescribed minimum balance under the group having had to be made good by special grants during the current year. The details of certificate required under article 316 Mysore Account Code have not therefore been furnished.

I have the honor to be,

Sir,

Your most obedient servant,

T Satyaraj Chetty

Comptroller.

MSR/24-1.

No. G. C. 282
Encls. 3

Office of the Senior Surgeon, Mysore Govt.,

Dated, Bangalore, 30th December 1919.

930/A

From

Rajakarya Pravina

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,

Senior Surgeon with the Government of

H. H. the Maharaja of Mysore, Bangalore.

To

The Chief Secretary to the Government of

H. H. the Maharaja of Mysore,

(Through the Comptroller) ~~Depty~~ Bangalore.

Sir,

The establishment of the Senior Surgeon and Sanitary Commissioner's office was revised by G. O. No.6828-9-Med.51-05-11, dated 4th February 1907, according to which the strength of the ministerial staff was fixed at 14 (excluding a Mutchi and an Attender, who are not regarded as coming under superior service). On the organisation of a separate department of Public Health with a separate office of its own, 5 out of the 14 hands were taken away to the new office and the Senior Surgeon's Office clerical establishment was reduced to 9 hands which is also its present strength.

The work of the office has, however, steadily increased with the increase in the number of medical institutions and the development of the different units of the department effected in the past six years. The various schemes of organisation and development initiated by Government in recent years have also thrown on the office a proportionate share of the additional work created by them. The result is that the present establishment is found to be quite insufficient to cope with the work required to be done. The pay of the establishment, which was ~~about~~ fixed thirteen years ago, is also found to be inadequate to a degree that it becomes difficult to secure qualified hands

up vacancies when they occur. An increase of the strength as w
well as the scale of pay of the establishment (clerical and
menial) has consequently become an urgent necessity.

I have the honor, therefore, to submit for the early and favorable consideration of Government, a proposition statement (in duplicate) for the revision of my office establishment the main features of which are explained in the note appended hereto.

The proposal involves an additional cost of Rs.254/- per mensem or Rs. 3,048/- per annum which is considered inevitable in the interests of the efficiency of the administrative office of a department responsible to Government for a total expenditure of about 7½ lakhs and which, if sanctioned, will, during the current year, be met from the lumpsum provision of Rs.25,000/- made in this year's budget for new institutions and revision of establishments of institutions.

I have the honor to be,

Sir,

Your most obedient servant,

Senior Surgeon.

Forwarded.

12/1/20 12/1/20

Memorandum to accompany the Proposition Statement for the revision of the office of the Senior Surgeon.

---

Clerical establishment. The work of the Senior Surgeon's Office is proposed to be divided into six distinct sections:-

(1) General administrative
(2) Accounts
(3) Statistics
(4) Records
(5) Registering and
(6) Fair copying or typing.

(1) Administrative section.

This will deal with all questions relating to the general administration of the department, including organisation and development, and will require the services of three hands, one of the senior grade and two of a junior grade. Matters relating to the appointment, promotion, transfer, and leave of the officers and subordinates, to the opening of new institutions, and other questions of development, will be dealt with in this section and three hands for the work are quite necessary.

(2) Accounts section.

As far back as March 1906, the special committee appointed by Government to investigate the question of necessity for strengthening the establishment, thought that an Accountant and an Assistant Accountant would have "quite enough of work to justify their entertainment." Had only been the volume of work in the accounts section has increased considerably since then. The power of sanctioning travelling allowance bills and expenditure under most of the major heads of expenditure up to the

limit of the budget provision, delegated to the Senior Surgeon has added to the responsibility of work in this section which has to exercise great scrutiny and to keep a careful watch over the progress of expenditure. An Accountant and an Assistant Accountant are therefore quite necessary.

(3) Statistical section.

Besides the compilation of the annual statistical statements required for the departmental report for the calendar year and those required for the official year "Brief" report, this section has to deal with ~~as~~ many other periodical returns showing the work done in the several institutions and by midwives. These have to be properly reviewed and continued action taken on the points ~~points~~ noticed and the work will give sufficient employment to two hands, one a senior and another a junior. The only annual return which requires for its compilation a certain amount of professional knowledge is the "Statement G" showing the different kinds of operations performed in the medical institutions and for this this work, the deputation of a Sub Assistant Surgeon for 6 months is not at all necessary, as it can be done in about 2 months.

(4) Records section.

For the orderly maintenance of the records, the timely destruction of obsolete and unnecessary papers, for indexing which, under the disposal number system recently introduced requires a certain amount of intelligence, and for the charge of the Library, a ~~Statistical clerk of the senior grade~~ Record Keeper and an assistant

to be designated as Librarian, cannot be considered too much when a Record-keeper and an Attender were considered necessary by the Special Committee 14 years ago. (March 1906).

(5) Registering section.

This will consist of a Registering clerk who will have full work in posting up the "Current Registers" and preparing the periodical "Arrears Lists" under the Disposal Number system; and a Despatcher who will also have sufficient work in despatching all the "issues including papers connected with insurance which are ever increasing since the State Life Insurance Scheme was thrown open to the non-official public of Mysore.

(6) Fair-copying or Typing section.

With the increase of work in the different sections of the office, the faircopying work has necessarily increased beyond the physical capacity of one typist who finds it impossible to get through the day's work without arrears. A senior and a junior typist are therefore necessary in the interests of speedy disposal of work.

The above proposals involve an increase of the clerical staff from 10 (including the Manager and the Attender) to 14 (including the Manager, who will then have sufficient time to exercise general supervision and to take up important case work. This number is considered to be absolutely necessary to adequately meet the normal requirements of the work of the office. The arrangement has the further advantage of minimising the inconvenience usually

caused under the present conditions in which it is found impracticable to arrange for the work of any official who has to be absent owing to illness or other cause.

It will be readily admitted, I hope, that the scale of pay of the hands, fixed twelve years ago is inadequate to attract qualified hands and needs revision to suit present conditions. But some explanation is necessary for proposing progressive rates instead of fixed ones as required by the orders of Government passed on the recommendations of the Special Officer Mr. K.L. Datta. The Medical Department is one of those branches of the public service which do not afford suitable training for responsible posts in other departments and the experience gained in which will be useful only in the respective departments. Government in their order No.R.2204-43, L.R.18-06-2, dated 18th August 1906, were therefore pleased to declare that "it was desirable to confine the aspirations of the employees in those departments, both clerical and executive, to the respective departments." The executive appointments in this department require professional knowledge and are not open to the clerical staff. In the clerical staff itself the scope for advancement is very limited, the number of clerks in all the institutions of the department put together is less than 40 and out of those not more than 6 carry a pay of Rs.50 and above. Under these circumstances the only means of preventing the establishment from lapsing into discouragement and inefficiency which invariably re-

from prolonged stagnation is to fix progressive rates of pay which would keep the hands in expectation of promotion for a number of years.

Leaving out the pay of the Manager, it is proposed to have three scales of pay for the 13 clerks in proportion to the responsibilities devolving on them. The three senior clerks in the Administrative, Accounts and Statistical sections will require hands possessing about the same capacity for intelligent work. Their pay is therefore proposed to be fixed at Rs.50-4-90, to make the places sufficiently attractive to graduates. The four junior hands of the above three sections and the Record-keeper, the Registering clerk and the senior Typist (Stenographer) or seven hands will be placed in the scale of Rs.30-2-50, somewhat corresponding to the scale of pay of the B. Division of clerks in the Secretariat. Anything less than the above scale cannot attract ~~xxxxxxxx~~ candidates possessing at least the School Final qualification. The Assistant Record-keeper and librarian, the Despatcher and the junior typist will be placed in the last scale, viz., 20-1-30,

Menial Establishment.

This consists at present of one Duffedar and 8 peons. It is proposed to add two new menials, viz., one bi-cycle orderly whose need is often ~~xxx~~ felt and one gardner to attend to the cleanliness of the extensive compound, a duty which is now not attended to properly for want of hands. The employment of a bicycle orderly does not permit a reduction in the number of peons (8) who are to be distributed as follows:-Three orderlies for the Senior Surgeon one for the Personal Assistant, one for night-watch, and three for ordinary delivery work and

and for attendance in the different sections and rooms of the office. The pay of Duffedar is proposed to be fixed at Rs.12, the rate for similar appointments in similar administrative offices. The pay of the gardner and that of two senior peons will be fixed at Rs.10/- each. The remaining seven menials will be divided into three on Rs.9 each and four on Rs.8 each. It is not possible to secure menials now for anything less than Rs.8.

Mutchi.

To maintain the files and registers neatly a considerable amount of binding work will have to be done and it is found more convenient to have it done in the office itself instead of getting it done by outside book-binders. It is therefore proposed to make have a Mutchi and Book-binder on a pay of Rs.15 (as in other offices) instead of a Mutchi onRs.10.

Personal Assistant

In para 2 of G. O.No.6261-2-Med.25-19-4, dated 11th September 1919, definite proposals were called for regarding the desirability of having a permanent Personal Assistant. Six years' experience of the working of the office has shown me that the present arrangement of having as Personal Assistant a Medical Officer attached ~~as~~ to a medical institution is not the best in the interests of the work of this office. Such an officer, after attending to his professional duties which will occupy him till noon, cannot be expected to attend my office before 2 P.M., when half the working day will have been over and will often leave my office a little before time to attend to his professional work in the evening; so that, he can hardly do any work during the couple of hours he is able to spend in my office. At the same time, the appointment of a Medical Officer as Personal Assis-

Assistant is a waste of his professional knowledge. Again, every Medical Officer is liable to be transferred according to the needs of the service, necessitating frequent changes of Personal Assistants. All matters requiring for their disposal professional experience, all questions relating to appointments, promotions, etc, and questions of administrative importance, most of which will be referred to this office by District Medical Officers and Medical Officers in charge of institutions, who are usually senior officers. Those matters will have to be seen and disposed of by the Senior Surgeon himself and cannot be dealt with by the Personal Assistant, a junior officer. All the help that is expected of a Personal Assistant is in the conduct of the office routine with regularity, the maintenance of discipline and the signing of fair copies of letters "for the Senior Surgeon." A non-professional Personal Assistant, acquainted with the rules and regulations and with my office procedure will amply satisfy the requirements if he is given the pay and status of a Gazetted officer to enable him to sign papers in the absence of the Senior Surgeon. The appointment of such a wholetime Personal Assistant will make the Manager's post unnecessary. Combining the pay of the Manager and the allowance of the Personal Assistant I propose to fix the pay of the Personal Assistant at Rs. 200-10-250, which is the scale sanctioned for the Personal Assistant in the Office of the Forest Conservator in G.O.No.R.8727-37-Ft.54-16-15, dated 22nd February 1916. It is also understood to be the scale of pay of Chief Superintendents of the Secretariat. The Personal Assistant of my office ought to be given the same status and pay. I further propose that the present Manager of my office who had been

sent from the Secretariat, and who is thoroughly acquainted with the details of office work and has done hard and efficient work during the past six ye years, may be appointed as Personal Assistant for which post I consider him to be quite competent.

Senior Surgeon.

Finance and Accounts Form 11

(*Vide* Art. 57, C. A. C., Vol. I, and Rule 23,

Finl. 200]

STATEMENT OF

Name of Office

| Government Orders sanctioning present Establishment | | Nature of Charge | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Present Scale | | | | | | Proposed Sca | | | |
| | | | | Pay | | | | | | | |
| No. | Date | No. | Designation | Minimum | Rate of Increase | Maximum | Average Cost | No. | Designation | Minimum | |
| G.O. No. 6828-9-Inds 51-05-11 dated 4-2-1907 | | 1 | Personal Asst to allocation | 100 | - | 100 | 100 | 1 | Personal Asst | 200 | |
| | | 1 | Manager | 100 | 10 | 150 | 137½ | | - | - | |
| | | 1 | Head Clerk | | | 60 | | 3 | ~~Senior~~ Clerks & Accountant | 50 | |
| | | 1 | Dy Clerk | | | 50 | | | | | |
| | | 1 | Accountant | | | 40 | | 7 | Do | 30 | |
| | | 1 | Rec: Keeper | | | 35 | | 3 | Clerks | 20 | |
| | | 1 | Statis: Clerk | | | 25 | 292 | 1 | Mutchi | | |
| | | 1 | Req: Clerk | | | 25 | | 1 | Duffedar | | |
| | | 1 | Typist | | | 20 | | 1 | Gardner | | |
| | | 1 | Copyist | | | 15 | | 2 | Peons on 10/- | | |
| | | 1 | Attender | | | 12 | | 3 | " 9/- | | |
| | | 1 | Mutchi | | | 10 | | 4 | " 8/- | | |
| | | 1 | Duffedar | | | 10 | | 26 | | | |
| | | 2 | Peons on 8/- each | | | 16 | 65 | | | | |
| | | 3 | " 7/- | | | 21 | | | | | |
| | | 3 | " 6/- | | | 18 | | | | | |
| | | 21 | | | | | 594½ | | | | |

Bangalore
30th December 1919.

Present a
verified
made in
would involve

*Note*—To be prepared in duplicate and forwarded through the Comptroller in My

C A Pension Warrant

2111

Comptl
No. 21. 10105
& 5/8

G.R.S. VI-71]

SUBJECT Revision of the establishment of Senior Surgeon's office

Diary No. of letter replied to 13903

Section Med
File No. 83-19
Serial No. 2

General and Revenue Secretariat
( Med )
the 191

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

Date of issue 30/7

Signed by M Des

*Read.*—

G. O. No. 6828-9 Med 51-05-11 dated the 4th Feby 1907 Sanctioning the revision of the establishment of the Senior Surgeon's office.

2. Letter No. 1611 Works dated the 24th January 1920 from the Comptroller forwarding with certain remarks letter No. G.C 284 dated the 30th December 1919 from the Senior Surgeon together with a proforma Statement (duly Verified) for the revision of the estab-

over.

*May this be*

*i Printed?*

*ii treated as a standing order?*

*iii published in the Gazette English part?*

*iv translated?*

*v placed at the disposal of the press?*

*vi published in the Gazette Kannada part?*

of the [illegible]

involving [illegible]

of Rs 4 Lakhs [illegible]

[illegible]

The [illegible]

Surgeon's office [illegible]

~~So far~~ [illegible]

~~was the~~ [illegible] than [illegible]

of ~~the~~ the [illegible]

Consequent on the [illegible]

of medical [illegible]

of the [illegible]

Medical Dept, ~~during the last~~ [illegible]

~~the~~ [illegible] in order to cope with the

[illegible]

The main features of ~~the~~ [illegible]

~~the~~ [illegible] =

(I) [illegible]

(II) [illegible]

Scale of pay [illegible]

time scale of pay

(III) [illegible]

of the office and the [illegible]

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

2. Govt agree with the Senior Surgeon that the present arrangement of deputing a medical officer on active professional duty to do his office work as Personal Asst to the Senior Surgeon is not satisfactory and are accordingly pleased to approve of the proposal contained in para 3 of his letter and to appoint Mr. S. Shiva Rao, B.A., the present Manager of the Office as Personal Asst. to the Senior Surgeon in the grade proposed.

3. Considering the expansion of work in the Medical Department, the other proposals of the Senior Surgeon appear to be reasonable and moderate & Govt are therefore pleased to sanction the removal of the establishment of his office as shown in the proposal Statement appended to this order. This revision will have effect from 1st July 1920.

4. The extra cost during the current year will be met from the provisions made for 30 Passed Sub Asst Surgeons under the Head "21 Medical 2 Hospls & dispensaries VII Distt Hospls" in the current year's Budget.

To The Senior Surgeon
" Comptroller through Fd Estt
with a copy of the proposal Statement.

For Chief Secy
17/7/20